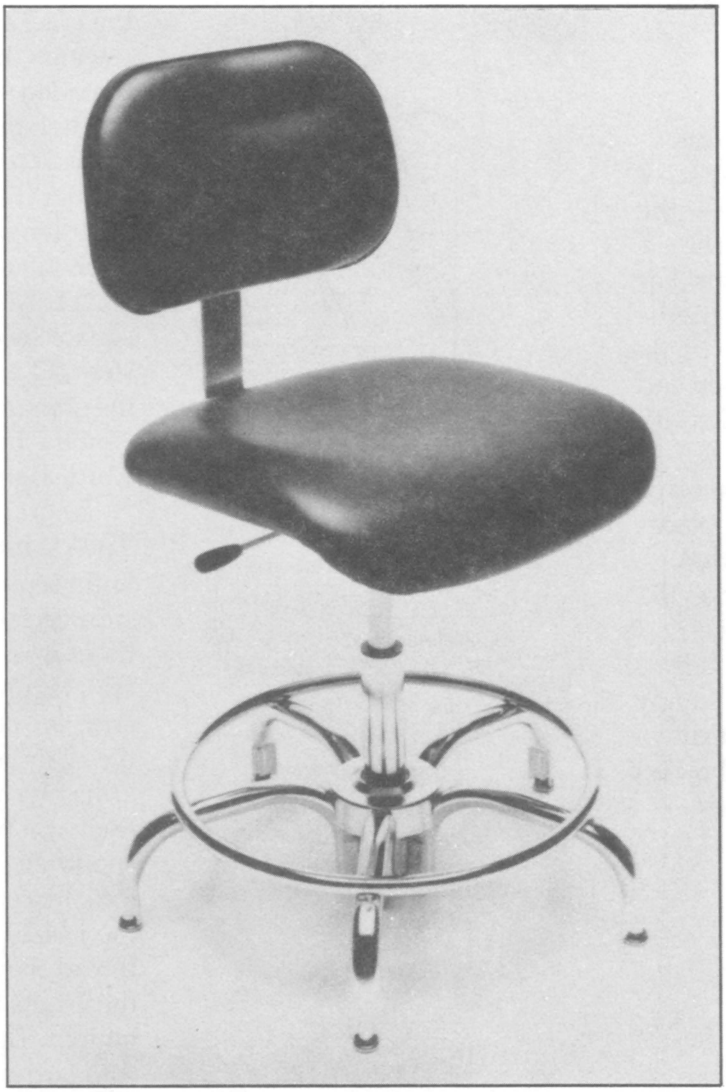
Product Safety and Instruction Manual

IMPORTANT: Read this manual completely *before* using your BioFit chair or stool. The information in the manual can help prevent injury.



IMPORTANT: At BioFit we are committed to your complete satisfaction. If you have questions, or find missing or damaged parts, please feel free to call our Customer Service Department toll-free at 1-800-597-0246, Mon-Fri., 8:30 am to 5:00 pm Eastern time. If you cannot contact us during these hours, please call (24 hours a day, 365 days a year) leaving a detailed message and we will respond the next working day. We guarantee you quick and courteous service.

Do Not Discard This Manual, Save for Future Reference

Assembling the Chair

To assemble the chair you must attach the support bar (A) and the backrest panel. If your chair is equipped with arm rests, attach them after the support bar and backrest have been attached.

To Assemble the Support Bar

The support bar (A) supports your chair's backrest. To attach it first unscrew— if attached— the tree-finger knob (D) with the washer (C) from the support bar (A). Then slide the end of the support bar (A), the end with the threaded hole, into the open end of the U-shaped seat bracket (B). Next, take the flat washer (C) and put the screw of the knob (D) through the washer. Then place the screw through the slotted hole of the U-shaped bracket (B) and screw the knob into the support bar. Make certain it is fully inserted and tighten snugly so that the support bar is firmly attached within the chair bracket (B). Now attach the backrest.

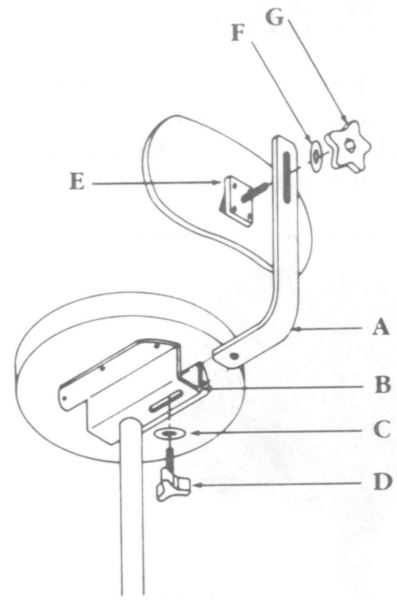


Figure 1

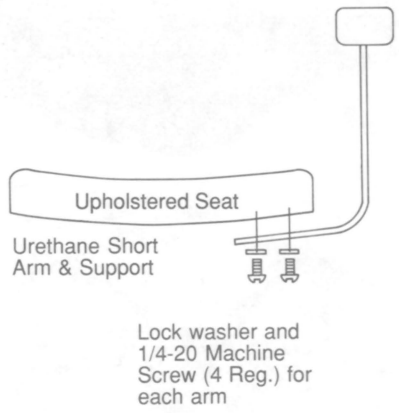


Figure 2

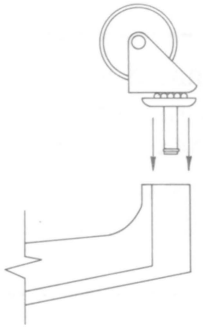


Figure 3

To Attach the Chair Backrest

First unscrew the five-finger knob (G), with the flat washer (F), from the backrest. **IMPORTANT**: Now position the backrest so that the spring in the bottom of the bracket (E) is facing down towards the chair. Next, insert the threaded stem of bracket (E) through the 3 1/2 inch slot in the support bar (A). Place the slip washer (F) on the threaded stem and then screw the five-fingered knob (G) onto the threaded stem. **NOTE**: Make certain that the square shoulders of the threaded stem (E) are fitted into the slot of the support bar (A). This will prevent the backrest from tilting sideward. Tighten the knob (G) firmly.

To Assemble Arms

Eight screws and washers are supplied with each chair and these are attached beneath each seat. Figure 2 shows how the arms are attached to the chair bottom. To attach the arms first align the four holes in each arm bracket with the corresponding four holes in the bottom. Place the lock washers on the 1/4-20 machine screws and thread the machine screws into the T-nuts fastened to the chair bottom. Tighten securely with a standard screw driver.

To Attach Casters to Chairs

1. Turn the chair upside down.
2. Carefully insert the caster stem into the hole in the chair leg. Make certain the stem is going in straight. Then push down with hand pressure until the stem is fully inserted. The chair base should be level if all caster stems are fully inserted. (See Figure 3.)

Avoid Common Accidents Involving Chairs and Stools

Even as simple an act as sitting, if done unsafely, can lead to accidents.

Misuse of chairs and stools can lead to serious accidents and injuries. To avoid accidents and injuries, observe the following common sense precautions:

1. *Beware of uneven or irregular floor surfaces.* Before you sit down, check to make certain that the chair or stool legs, or casters, are firmly set on a solid, level surface. Do not attempt to use a chair or stool on an unlevel surface by " shimming" one or more of the legs.
2. *Watch for floor obstructions or depressions when using caster-equipped chairs or stools.* When a rolling chair or stool encounters obstructions such as cables, wires, holes, ridges, work materials, etc., it can tip and cause the user to fall off and be injured. Keep the floor area around your chair or stool clear of all obstructions. Do not use caster-equipped chairs and stools on uneven floor surfaces. (Figure 8.)

Figure 8

Figure 9

Figure 10

3. *Do not tilt back in your chair or stool.* Chairs and stools are designed to have all their legs in contact with the floor .Tilting back places extra strain on the legs, makes the chair or stool unstable and can lead to falls and injuries. (Figure 9.)
4. *Use chairs and stools only to sit on.* Chairs are not meant to be used as work benches, machine stands or to support work place tools and equipment.(Figure 10.) Excess weight can damage the chair or stool, causing it to fail. Materials or equipment may slip off and injure bystanders.

Proper Care and Maintenance

In order to assure the safe use of **BioFit** chairs and stools, it is vitally important that they be maintained in good working order. The maintenance program described below should be performed *regularly, at least once every six months.* (Every three months if the chairs or stools are used more than one shift per day.) A proper maintenance program requires regular inspection and possible adjustment of:

1. the chair, base and legs.
2. the chair-height adjustment mechanism.
3. the backrest assembly.
4. fasteners, supports and casters.

Figure 7

1. Chair, Base and Legs

Check the chair itself to make certain that it is in good condition and not in danger of wearing through. Be wary of loose sections, rough edges or protrusions, missing padding, etc., that might injure a user.

Check the chair or stool base to be certain that all the support parts are in good condition and that there are no missing parts, stress cracks, weld separations or signs of corrosion or deterioration.

Inspect the seat support column to be certain it is perpendicular to the floor. (For example, use a carpenter's square to measure the alignment with the floor.) The column should be straight, not bent or bowed.

2. Chair-Height Adjustment Mechanism

Follow the instructions contained on page 3 and check the chair-height adjustment mechanism. If the mechanism does not operate properly, **DO NOT ATTEMPT TO REPAIR THE MECHANISM.** DO NOT DISASSEMBLE THE MECHANISM. Contact our Customer Service Department by calling, toll-free:

(800) 597-0246

or writing us at
P.O. Box 109
Waterville, Ohio 43566

3. Backrest Assembly

Review the backrest instructions on pages 2-3 and make necessary adjustments. Check for missing fasteners and for stress cracks. Check vertical and horizontal adjustments so that the backrest panel is level and the backrest support is perpendicular to the floor. Check backrest panel for any damage that might injure the user.

4. Fasteners, Supports and Casters

Carefully examine all fasteners for tightness and integrity. Examine the welds on support brackets and the bases to make certain they are uniform and that no cracks or failures have occurred. Check the casters and glides on the legs to make certain they are whole, roll smoothly and are not bent or missing. NEVER ATTEMPT TO MAKE PARTIAL OR TEMPORARY REPAIRS USING UNAUTHORIZED PARTS OR ASSEMBLY METHODS. CALL OUR CUSTOMER SERVICE DEPARTMENT TO ARRANGE REPAIRS.

5. Lubrication

Occasional wiping and lubricating of spindles and casters assures continued ease of action.

6. Upholstery

Seat and back fabric should be vacuum cleaned on a regular basis. Spills on fabric or vinyl can be cleaned with a mild detergent in water as soon as possible.

How To Adjust Chair Height

Proper sitting height is important to your comfort, health and safety. Your **BioFit** chair is equipped with either a pneumatic or screw-type chair height adjustment. These adjustment mechanisms should provide years of trouble free service. But it is important for you to learn how to adjust properly the chair's height.

Adjusting the "Soft Touch" Pneumatic Mechanism

1. **To Raise The Chair.** Lift your weight off the chair. Lift the lever beneath the chair and chair will rise to the desired height (Figure 4.). Releasing the lever will lock the chair at that height.
2. **To Lower the Chair.** Remain lightly seated. Lift the lever and the chair will lower to the desired height. Releasing the lever will lock the chair in position.

Adjusting the "Top Spin" Screw-Type Mechanism

1. **To Raise the Chair.** Rotate the chair counter clockwise. Six complete revolutions will raise the chair one inch.
2. **To Lower the Chair.** Rotate the chair clockwise. Six complete revolutions will lower the chair one inch.

Adjusting the 4-Way Backrest

In order to adjust the backrest forward or backward, reach beneath the chair bottom and turn the three finger adjustment knob (D in Figure 1) counterclockwise. Turn it several times in order to loosen the backrest support. Then move the backrest support backward or forward to the desired position. (About 2 inches of adjustment are possible.) Retighten the adjustment knob (D) securely and check to see that the backrest is firmly in position.

To adjust the height of the backrest panel, loosen the five-finger knob (G in Figure 1) and slide the panel up or down to a position where it will support the small of the back. Then tighten the adjustment knob G and make certain the backrest panel is securely in place.

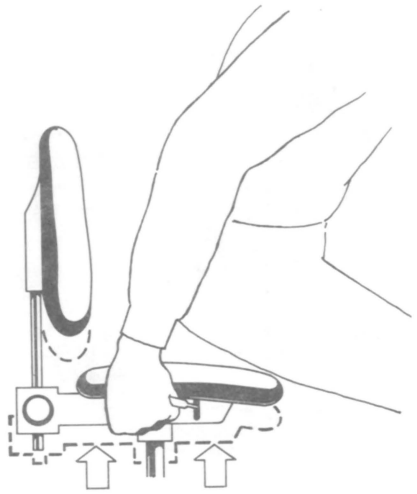


Figure 4

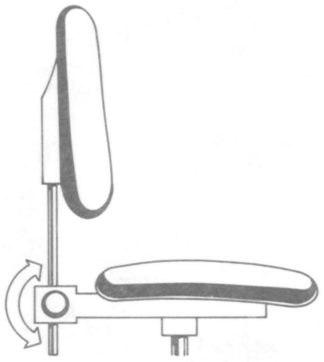


Figure 5

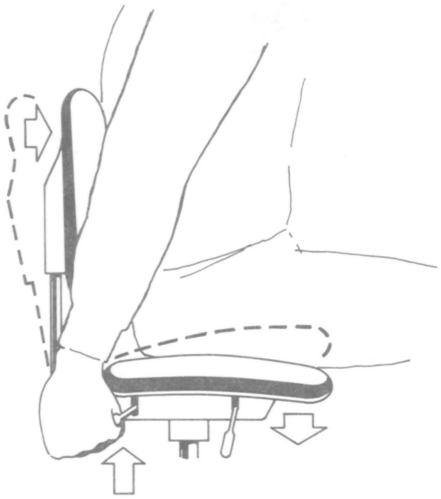


Figure 6

Adjusting the Articulating Chair and Back

First, sit as far back as possible and lean your back against the backrest. Reach beneath the right side of the chair and grasp the handle that is furthest to the back of the chair(Figure 6.). Lift this handle while you position your body on the seat to a comfortable position. The backrest will remain in contact with your back as you adjust your position. When you have selected a comfortable position, release the handle and the backrest will be set for that position.

Adjusting the Articulating Backrest

This adjustment moves the backrest in a vertical fashion so that it fits properly against your back. There is an adjustment knob located behind the chair and to the right side of the backrest support bar (Figure 5.). Turn the knob counter clockwise to loosen the backrest. Adjust the height of the backrest for your comfort and then retighten the knob by turning it clockwise.

5. *Do not attempt to use your chair or stool as a "reclining seat".* Loosening the back support, and leaning back with your feet up on a bench or another chair, is dangerous. The chair or stool may slip or collapse and you could fall and seriously injure yourself. (See Figure 11.)
6. *Do not use chair as a step stool or ladder.* Your chair has been designed to sit on. If you attempt to stand on it you can easily fall and seriously injure yourself and/or a bystander. If you need to reach something beyond your grasp, for safety's sake take the time to do it properly. Get a ladder or a step stool. (See Figure 12.)

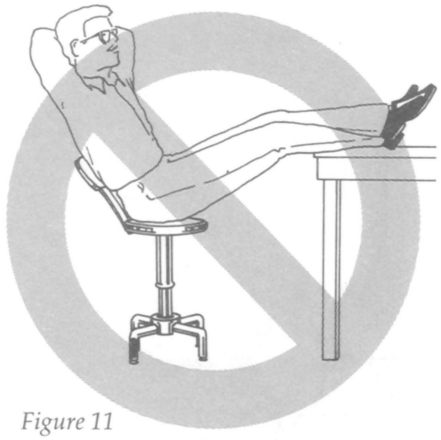


Figure 11

Figure 12

Replacing Old Equipment

Nothing lasts forever and this includes **BioFit** chairs and stools, as well as seating products of other manufacturers. We recommend that you regularly inspect your chairs and stools and seriously consider replacing units that receive heavy use, that are damaged and pose a risk of failure, or that are more than 10-15 years old. (The date of manufacture appears on the instruction label beneath the chair so you can easily determine the age of the chair or stool.) Metal fatigue, rusting, abnormal stresses, etc., can make heavily used chairs and stools dangerous for continued use.

Inspect your chairs and stools at regular intervals and, if in doubt, play it safe and replace old equipment. When you do, make certain that the retired chairs and stools are disposed of properly so that they will not be used by others.

BioFit Engineered Seating,
P.O. Box 109
Waterville, Ohio 43566
(419) 823-1089
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